

***This is only a **preview** of the exam task statements for the Training & Experience Examination. You will be asked to respond to each task statement indicating how your experience relate to each. To take the actual exam, please refer back to the bulletin and click the “Click here to go to the Internet exam” link at the bottom of the bulletin.

Training and Experience Evaluation Preview Accounting Administrator 2

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. This examination consists of an online evaluation used to evaluate your experience relevant to the position.

This evaluation is a scored component accounting for 100% of your rating in the examination process. It is important to complete the questionnaire carefully and accurately. Your responses are subject to verification before appointment to a position.

To answer all the test items (task statements) in this exam, you will be required to either choose from among the provided answers, or to enter (type in) specific information about your experience. Be prepared to give specific information about your work experience. Work references will also be requested.

Verification of References

Before a hiring decision will be made, your responses will be verified. A hiring manager or personnel staff member will contact the references you have provided to confirm job dates, experiences, duties, achievements, and/or possession of knowledge, skills, and abilities. Failure to provide adequate references AND contact information may significantly limit our ability to make a job offer.

Instructions

Rate your experience performing specific job-related tasks.

Respond to each of the following task statements by indicating how the statement applies to you. You are required to respond to every question and provide relevant examples. Also, indicate the references who can verify the information provided.

In responding to each statement, you may refer to your WORK EXPERIENCE, whether paid or volunteer.

PLEASE NOTE: This examination is designed to gain an overall assessment of your experience as it directly relates to the duties and the knowledge, skills and abilities required for this position. All components of this examination have been carefully

validated by tying them directly to job requirements and documenting their relevance to the position.

Tasks for Accounting Administrator 2

1. Approving reconciliations of various accounts (e.g., general ledger, cash reconciliations, claims filed, federal and state revenue, funds reconciliations, bank reconciliations) to ensure accuracy of data.
2. Overseeing preparation of year-end accruals and financial statements in compliance with uniform reporting standards.
3. Reviewing accounting reports and reconciliations with stakeholders to ensure funds/appropriations are properly spent.
4. Reviewing accounting records in various accounting subsystems to report the financial position of the organization.
5. Overseeing and enforcing accounting policies and procedures to ensure compliance with applicable laws, rules, and regulations.
6. Providing financial data and reports to management for decision making purpose.
7. Preparing cash flow projections for budgeted appropriations (e.g., Federal Grants, Special Funds, trends, costs, financial commitments)
8. Oversee funds and funding sources to ensure compliance with regulations, statutes, and standards.
9. Supervising staff performing accounting work to ensure fiscal activities are executed according to organizational and industry standards.
10. Overseeing staff performing accounting projects to ensure efforts are completed accurately and on time.
11. Providing input and recommendations as a Subject Matter Expert on the design and/or enhancement of accounting systems.
12. Reviewing proposed legislation or enacted laws to determine the fiscal impact on the organization's accounting processes or programs.
13. Presenting recommendations to stakeholders and/or upper management on high level or sensitive accounting issues or processes .